

**PROFESSIONAL CREDENTIAL SERVICES, INC.**

Virginia Cosmetology Coordinator

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**Virginia Board for Barbers and Cosmetology  
COSMETOLOGY – COSMETOLOGY INSTRUCTOR  
EXAMINATION & LICENSE APPLICATION**

**Instructions:** Complete this form and mail it with a cashier's check, money order, or credit card payment for the full amount of the fee, payable to **Professional Credential Services, Inc.** at the Professional Credential Services address above. AFTER PASSING BOTH THE PRACTICAL & THEORY PORTIONS OF THE EXAM, Professional Credential Services, Inc. will send you a FEE CARD. Submit the signed FEE CARD and license fee to:

Virginia Board for Barbers and Cosmetology  
Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233

Select the examination you are requesting. Select only one.

| <input checked="" type="checkbox"/> | Examination             | Fee      |
|-------------------------------------|-------------------------|----------|
| <input type="checkbox"/>            | Practical & Theory Exam | \$115.00 |
| <input type="checkbox"/>            | Practical Exam          | \$ 45.00 |
| <input type="checkbox"/>            | Theory Exam             | \$ 70.00 |

1. Name

Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number \*

-  -

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a Social Security Number or a control number issued by the Virginia Department of Motor Vehicles.

3. Date of Birth

\_\_\_\_\_

4. Maiden Name or Former Surname(s)

\_\_\_\_\_

5. Street Address (PO Box not accepted)

\_\_\_\_\_

**PHYSICAL ADDRESS REQUIRED**

\_\_\_\_\_

City

State

Zip Code

6. Mailing Address (PO Box accepted)

\_\_\_\_\_

If a mailing address is submitted, the mailing address will be printed on the license.

\_\_\_\_\_

City

State

Zip Code

7. E-mail Address

\_\_\_\_\_

8. Contact Numbers

Primary Telephone

\_\_\_\_\_

Ext

\_\_\_\_\_

Alternate Telephone

\_\_\_\_\_

Ext

\_\_\_\_\_

Facsimile

\_\_\_\_\_

| FOR OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | APPLICATION # | FILE# / LICENSE # | ISSUE DATE |
|---------------------|------|-----|------------|----------|---------------|-------------------|------------|
|                     |      |     | 1020       |          |               | 12                |            |

9. Have you ever taken the Cosmetology or Cosmetology Instructor Examination in Virginia?

No ☐

Month(s)/Year(s) Taken

Cosmetology ☐

Cosmetology Instructor ☐

10. Do you have a current or expired Virginia Barber, Cosmetology or Nail Technician License?

No ☐

Yes ☐

Virginia License Number

Expiration Date

Virginia License Number

Expiration Date

11. Are you applying to take the Instructor Examination?

No ☐

Yes ☐

VA Cosmetology License No.

Expiration Date

If yes, skip to #13.

12. Which method are you using to qualify for the examination? Select only ONE.

- ☐ Completion of an approved cosmetology training program in a Virginia licensed cosmetology school or a Virginia public school cosmetology program approved by the Virginia Department of Education

**Required Documentation:** A completed *Training & Experience Verification Form*

- ☐ Completion of 1500 hours of cosmetology training which is substantially equivalent to the Virginia program that is obtained outside the Commonwealth of Virginia, but within the United States and its territories

**Required Documentation:** A diploma or official school transcript indicating successful completion of 1500 hours of instruction or written verification from the Licensing Board in the state where the 1500 hours of training were received

- ☐ Completion of a substantially equivalent cosmetology course (consisting of less than 1500 hours of training) and six months of cosmetology work experience

**Required Documentation:** A certificate, diploma or other documentation verifying successful completion of the cosmetology course and a completed *Training & Experience Verification Form* documenting at least six months of cosmetology work experience

- ☐ Completion of the Virginia apprenticeship program in cosmetology

**Required Documentation:** A completed Department of Labor and Industry form available from your apprenticeship representative

- ☐ Virginia licensed barber with two years of work experience

**Required Documentation:** A completed *Training & Experience Verification Form*

- ☐ Virginia licensed barber with less than two years of work experience or Virginia barber student enrolled in a Virginia cosmetology training school and seeking credit for performances completed at a barber school

**Required Documentation:** A completed *Training & Experience Verification Form*

- ☐ Cosmetology training obtained in any Virginia state institution

**Required Documentation:** A completed *Training & Experience Verification Form*

- ☐ Two years of cosmetology experience in the United States armed forces

**Required Documentation:** A completed *Training & Experience Verification Form*

13. Do you have a current or expired Barber, Cosmetology or Nail Technician License in any state or jurisdiction within the United States or its territories (excluding Virginia)?

No ☐

Yes ☐

List the licenses, certifications and registrations in the following table.

| State/Jurisdiction | License, Certification or Registration Number | Expiration Date |
|--------------------|---|-----------------|
|                    |   |                 |
|                    |   |                 |
|                    |   |                 |
|                    |   |                 |

14. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐

If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

15. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No ☐

Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

16. Are you applying for a temporary permit? **DOES NOT APPLY TO STUDENT INSTRUCTOR TEMPORARY PERMITS.**

No ☐

Yes ☐ If yes, your sponsor must complete and sign the following sponsorship statement.

**I, the undersigned, agree to supervise all activities related to the practice of cosmetology for the named applicant, and shall be responsible for his/her cosmetology activities during the time the temporary permit is in force.**

\_\_\_\_\_  
Printed Name of Sponsor

\_\_\_\_\_  
Signature of Sponsor

Sponsor's Virginia Cosmetology License Number \_\_\_\_\_

17. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Attach**

Recent 2x2  
Head & Shoulders  
Photo Here

**Photocopy pictures are not  
permitted**